

2007 PCS Cost Report – Personal Care Service Checklist Highlights

Before submitting the cost report, please make sure the following checklist is complete. If any item below cannot be checked off, please seek help from your accountant or the Rate Setting office. Failure to have these items complete or correct will result in your cost report being returned to you for correction and a possible 20% withholding penalty on Medicaid claims submitted by your agency.

Schedule A - General Information – Page 1

- _____ 9. Cost Report Period.
- _____ 11. Basis of allocating costs within cost report. (If providing more than PCS services).
- _____ Original signatures provided.

Schedule A1 – General Information – Page 2

- _____ List all Medicaid Provider numbers.

Schedule B – Profit and Loss – Page 3

- _____ 18. Income should match financial statement submitted (Income or Profit and Loss Statement).
- _____ 19. Expenses should match financial statement submitted (Income or Profit and Loss Statement) and Schedule C, line 98. It is very important that the three numbers are the same. Financial statement total expenses = Schedule B, line 19 = Schedule C, line 98.

Schedule C – Expenses – Pages 4 - 6

1. If the cost report is completed manually, please **double check all math for errors**. **2.** Make sure each line item from the financial statement has been put on the cost report. **3.** It is helpful to include the line number from the cost report shown on the financial statement.

- _____ 30. – 38. Nursing expenses must be present.
- _____ 100. **Must be less** than Column 1, line 94. Excel version only fill in line 100 – Total billed hours.
- _____ For each cost center, if expenses are entered then corresponding hours must be entered. If hours are entered then corresponding expenses must be entered.

Schedule D – Basis of Allocation expenses – Page 7

Complete if needed.